

## Master of Public Administration

*\*Indicate courses requiring a prerequisite*

### ► MPA Undergraduate Prerequisites – 9

### ► Managerial Core Requirements – 10

### ► Major Requirements – 30

► Undergraduate Prerequisites - the following undergraduate courses are required prior to taking major courses:

#### ■ ACC 305 Financial & Managerial Accounting\*

This course provides an overview of the integral role of accounting information in making key business decisions. It includes a study of basic financial and managerial accounting theory and practices. Emphasis will be on the uses of accounting information for financial statement analysis, managerial decision-making, planning, control and budgeting.  
*Prerequisite for MBA and MPA degrees*

#### ■ MGT 340 Organization Theory and Behavior

Realistic case studies, group exercises and self-assessment illustrate the integration of the principles, philosophies and theories of management/leadership and organizational behavior as used in public and private organizations. Topics included are: evolving management thought, functions and practices, management approaches, general management systems theory, contingency management and process analysis.

#### ■ MGT 350 Political, Legal and Ethical Issues in Business

How the management of business, including its structure, personnel, activities and concerns is impacted by government policies and regulations. Specifically, this course addresses the legal environment within which all businesses must operate, ethical considerations for businesses and the interrelation of the two.

### ► Managerial Core Requirements: 10 Credits

#### ■ RES 600 Graduate Research Methods

Research methodology in business decision-making is the emphasis of this course. Research design and methodology, use of primary and secondary research, and information and data analysis are included. This is the first course in the Applied Thesis sequence so the development of a research proposal for the Applied Thesis is required. This course is the prerequisite for all Master's level courses and must be taken as the first or second course in the Core.

#### ■ IT 620 Information Resource Management

Data, information and knowledge must be managed at all levels of the organization. This course involves the techniques and methodology of managing the process of data, information and knowledge to meet the corporate strategies.

#### ■ MGT 625 Strategic Management

This course presents the process for developing and implementing a strategic plan within an organization. Major topic areas that are the focus of the lecture and discussions are: mission and vision statement development and analysis, external environment analysis, company profile, SWOT analysis and decision-making on strategic direction and achieving congruence of corporate objectives, strategies and implementation. Case analysis is used as a method to simulate the strategic planning environment.

#### ■ RES 601 Applied Thesis Fundamentals (1 credit)\*

Orientation to and planning for the Applied Thesis is an independent study format with a selected Thesis Advisor is the purpose of this research course. Attendance at the Applied Thesis Orientation is required along with the development of a topic for study, detailed outline, and timeline.

*Prerequisite: RES 600, Completion of the Core and all degree prerequisites.*

### ► Major Requirements: 30 Credits

#### ■ MGT 665 Corporate Power, Politics and Negotiations

This course focuses on various forms of power, interpersonal skills, personal and management style strengths and weaknesses, conflict resolution techniques, and determines the necessary negotiation and political strategies used by successful employees/managers. Evaluating perception verses reality and how it affects the decision-making process is addressed. Different business environments are simulated and discussed using past and present business situations, personal experiences, and case studies. This course illustrates how successful employees, and managers, ultimately “manage” not only their subordinates, but also superiors and peers as well, in order to succeed.

#### ■ MPA 610 Strategic Planning and Implementation in Public Administration

This course provides an overview of public administrative and management processes, procedures, structures and systems at the local, regional and federal levels. Current and futuristic practices, roles, responsibilities and ethics of the public administrator/manager who develops and implements strategic plans for public organizations will be discussed.

#### ■ MPA 630 Managing Public Policy

Designed to facilitate the development of insights and skills needed to plan, organize, implement and manage public policy programs and operations, this course focuses on the theoretical, conceptual and practical understanding of public policy management.

■ **MPA 642 Public Finance: Government Accounting and Control**

A critical aspect of the management of public organizations is their use of finance and accounting services. This course provides insight into finance and accounting principles and procedures used by public administration/management service professionals.

■ **MPA 646 Procurement and Contract Administration**

This course is designed to develop the interoffice policies and procedures used to procure goods and services in the public sector. A practical approach is used to present the rules, regulations and laws that are critical to the development, negotiation and administration of contracts at all levels of government.

■ **MPA 650 Human Behavior and Resource Administration**

A realistic approach to the organizational theories and behaviors experienced within the public sector, this course will analyze the economic, political, social factors and their implications to human resource management.

■ **MPA 667 Public Finance: Politics of the Budgetary Process**

An exploration of the grounding political issues in public finance, and simulation of the process by which public budgets are made and their purpose in the management process of public finance are the foci of this course.

■ **MPA 670 The Public Administrator and the Law**

This course provides integrative analysis of the public administrator's job functions relative to the legal and moral forces guiding the decision-making processes within the public sector.

■ **1 graduate elective from:**

ACC, FIN, INB, IT, ITS, MGT and MKT

■ **RES 785 Applied Thesis Research Seminar**

As the final course in the Applied Thesis sequence, emphasis is on the development of the written Applied Thesis and the Formal Professional Presentation completed in an independent study format with the selected Thesis Advisor. Focus is on integration of knowledge and skills and achievement of WIU University and Program competencies.

*Prerequisites: Completion of all Master's level coursework.*

**Credits Required for Degree: 40**